

# Workday MSS Create One-Time Payment

## Quick Reference Guide for Corporate Managers



**Logging in at a store or shared company computer**  
Click the Workday icon on your desktop to get started:



**Logging in anywhere else**  
Point your web browser to: <https://www.myworkday.com/tires>

Use your employee ID number to log in.

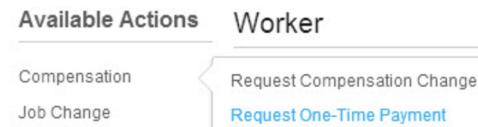
**Forgot your password?** Follow on-screen instructions if you need help signing in.

**One-Time Payment** Corporate Managers can request a one-time payment for their employees in Workday, usually granted as an alternative to an annual increase in cases where an employee is near/above the maximum of the salary range for their job.

### Request a One-Time Payment

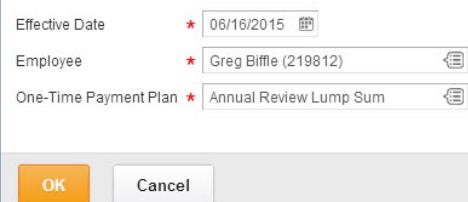
1. Click **My Team**.

**Select Employee for Payment** 2. Click the **Related Actions** button next to employee name.  
3. Select **Compensation > Request One-Time Payment**.



4. Enter today's date in **Effective Date** (*today's date required*)

**Effective Date** 5. For One-Time Payment Plan, select **All Plans > Annual Review Lump Sum**  
6. Click **OK**

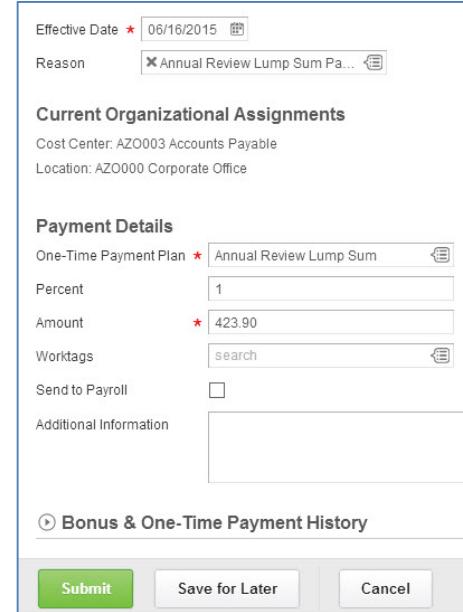


7. Select a Reason for the payment (e.g. *Annual Review Lump Sum Payment IN LIEU OF Increase*)

8. **Do not** select any Worktags

9. **Uncheck** the "Send to Payroll" check box; Payroll will automatically be notified when the payment has been approved

**Payment Details** 10. Enter payment **Percent or Amount** (*for Amount, make sure it includes a max of two decimal places, ex: 250.55*)  
11. Enter additional information if necessary, such as "Take minimum tax"  
12. Click **Submit**



### Approval:

After request for payment is submitted, it will route for approval.

**Notification** Payroll and Manager will receive email notification when payment is approved. Meet with the employee and inform them of the payment **as soon as you receive notification that it has been approved**. If the employee has elected Direct Deposit, the payment will be automatically deposited to their "Balance" account.

## Viewing One-Time Payments

1. On the My Team page click the related actions icon next to the Employee's name.



2. Select **Compensation** from the Available Actions then choose to **View Compensation History**
3. Select the **Bonus & One-Time Payments** tab.  
All One-Time Payments will be shown:

Available Actions	Worker Greg Biffle (219812)
Compensation	Request Compensation Change
Job Change	Request One-Time Payment
Personal Data	View Compensation
Talent	View Compensation History
Time and Leave	View Compensation History - All Past
Worker History	View Compensation Basis Details

## View All One-Time Payments for One Employee

Compensation History Greg Biffle (219812) ...

Bonus & One-Time Payments 2 items								
Business Process	Effective Date	Position	Reason	Plan Type	Plan	Percent	Amount	Currency
View Details	06/12/2015	AP Clerk	Annual Review Lump Sum Payment > IN LIEU OF Increase	One-Time Payment	Annual Review Lump Sum	2.00%	847.81	USD
View Details	06/11/2015	AP Clerk	Annual Review Lump Sum Payment > IN ADDITION TO Increase	One-Time Payment	Annual Review Lump Sum	0.47%	200.00	USD

*The following report will include only completed payments to employees on your team & active on the per the dates you enter.*

1. On the **My Team** page (in the **View** section) click **One-Time Payments Completed** report.

One-Time Payments Report

2. Enter **Completed From** and **Through** dates, then click **OK**.

One-Time Payments Completed

Completed From: 01/01/2015

Completed Through: 07/01/2015

OK Cancel

## View One-Time Payments for Multiple Employees

3. The results can be printed (as PDF) and/or downloaded to Excel.

One-Time Payments Completed								
				One-Time Payments				
ID	Name	Dept	Job	Payment Dt	Payment Amt	Percent	Reason	Add'l Info
100259	Mears,Casey	AZ003	AP Manager	06/04/2015	\$200.00	0.29%	One-Time Payment > Annual Review Lump Sum Payment > IN ADDITION TO Increase	Take Minimum Tax
219812	Biffle,Greg	AZ003	AP Clerk	06/11/2015	\$200.00	0.47%	One-Time Payment > Annual Review Lump Sum Payment > IN ADDITION TO Increase	Tax max tax
259264	Edwards,Carl	AZ003	AP Clerk	07/10/2015	\$809.12	2.00%	One-Time Payment > Annual Review Lump Sum Payment > IN LIEU OF Increase	Take minimum tax

## Contact

Please contact Human Resources with any questions or concerns.